



INSTRUCT-O-GRAM

THE HANDS-ON TRAINING GUIDE
FOR THE FIRE INSTRUCTOR

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NFPA 1021 – An Officer's Guide (Part Two)

TASK

The purpose of this month's *Instruct-O-Gram* is to provide fire service personnel with a greater understanding of how to utilize the skill and knowledge components of being a fire service officer, as specified in **NFPA 1021 - Standard on Fire Officer Professional Qualifications**. You will be better able to accomplish this educational process through the use of lecture and the attached checklist. We would also recommend that sufficient copies of the standard be made available so that students can perform required reading assignments. The development of this training session will require the instructor to do a great deal of reading and preparation.

INTRODUCTION

It is critical for students to have a basic understanding of their role within their fire department. They must know what they are expected to do during each type of suppression and station operations wherein they are to play a role. Each student should also understand why officers are required in order for an organization to fulfill its mission.

If they have no concept of mission, they may be unable to accomplish the goals and objectives of their organization. In order to better participate in their fire department, students should understand what organizations are. It is critical that they understand how they personally fit into the overall fire department operation.

CLASS OUTLINE

The instructor should first give the students reading assignments that will allow them to prepare for the training session. The instructor will review the outline with his or her class. The instructor may wish to use examples, or call for examples from the students. The instructor may also wish to encourage brainstorming sessions to create an enthusiasm among the students.

1. Chapter One – Administration – Definitions
2. Chapter Two – Fire Officer I

PERFORMANCE OBJECTIVES

1. Upon completion of this class, the student will be able to explain and use the definitions within Chapter One of NFPA 1021.
2. Upon completion of this class, the student will be able to describe those elements of prerequisite knowledge that officer candi-

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dates should possess as listed within the Standard.

3. Upon completion of this class, the student will be able to explain the concept of Fire Officer I.
4. Upon completion of this class, the student will be able to understand and explain the duties and responsibilities that an individual at the Fire Officer I level must be able to perform as listed within the Human Relations section from NFPA 1021.

PRESENTATION OUTLINE

1. Definitions (All definitions are from the Standard)

Approved - Acceptable to the authority having jurisdiction.

Authority Having Jurisdiction - The organization, office, or individual responsible for approving equipment, an installation, or a procedure.

Comprehensive Emergency Management Plan - Planning document that includes preplan information and resources for the management of catastrophic emergencies within the jurisdiction.

Fire Department - An organization providing rescue, fire suppression, and other related activities. For the purposes of this Standard, the term "fire department" shall include any public, private, or military organization engaging in this type of activity.

Fire Officer I - The fire officer, at the supervisory level, who has met the job performance requirements specified in this Standard for Level I.

Fire Officer II - The fire officer, at the supervisory/managerial level, who has met the job performance requirements specified in this Standard for Level II.

Fire Officer III - The fire officer, at the managerial/administrative level, who has met the job performance require-

ments specified in this Standard for Level III.

Fire Officer IV - The fire officer, at the administrative level, who has met the job performance requirements specified in this Standard for Level IV.

Incident Management System - An organized system of roles, responsibilities, and standard operating procedures used to manage and direct emergency operations.

Job Performance Requirement - A statement that describes a specific job task, lists the items necessary to complete the task, and defines measurable or observable outcomes and evaluation areas for the specific task.

Labeled - Equipment or materials to which has been attached a label, symbol, or other identifying mark of an organization that is acceptable to the authority having jurisdiction and concerned with product evaluation, that maintains periodic inspection of production of labeled equipment or materials, and by whose labeling the manufacturer indicates compliance with appropriate standards or performance in a specified manner.

Listed - Equipment, materials, or services included in a list published by an organization that is acceptable to the authority having jurisdiction and concerned with evaluation of products or services, that maintains periodic inspection of production of listed equipment or materials or periodic evaluation of services, and whose listing states that either the equipment, material, or service meets identified standards or has been tested and found suitable for a specified purpose.

Member - A person involved in performing the duties and responsibilities of a fire

department under the auspices of the organization. A fire department member can be a full-time or part-time employee or a paid or unpaid volunteer, can occupy any position or rank within the fire department, and can engage in emergency operations.

Promotion - The advancement of a member from one rank to a higher rank by a method such as election, appointment, merit, or examination.

Qualification. Having satisfactorily completed the requirements of the objectives.

Shall - Indicates a mandatory requirement.

Should - Indicates a recommendation or that which is advised but not required.

Supervisor - An individual responsible for overseeing the performance or activity of other members.

Unit - An engine company, truck company, or other functional or administrative group.

2. Fire Officer I

2-1 General.

For certification at Fire Officer Level I the candidate shall meet the requirements of Fire Fighter II as defined in NFPA 1001, Standard on Fire Fighter Professional Qualifications, and the job performance requirements defined in Sections 2-2 through 2-7 of this standard.

2-1.1 General Prerequisite Knowledge.

The organizational structure of the department; departmental operating procedures for administration, emergency operations, and safety; departmental budget process; information management and record keeping; the fire prevention and building safety codes and ordinances applicable to the jurisdiction; incident management

system; socioeconomic and political factors that impact the fire service; cultural diversity; methods used by supervisors to obtain cooperation within a group of subordinates; the rights of management and members; agreements in force between the organization and members; policies and procedures regarding the operation of the department as they involve supervisors and members.

2-1.2 General Prerequisite Skills

The ability to communicate verbally and in writing, to write reports, and to operate in the incident management system.

2-2 Human Resource Management

This duty involves utilizing human resources to accomplish assignments in a safe and efficient manner and supervising personnel during emergency and non-emergency work periods, according to the following job performance requirements.

2-2.1

Assign tasks or responsibilities to unit members, given an assignment at an emergency operation, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.

- (a) **Prerequisite Knowledge:** Verbal communications during emergency situations, techniques used to make assignments under stressful situations, methods of confirming understanding.
- (b) **Prerequisite Skills:** The ability to condense instructions for frequently assigned unit tasks based upon training and standard operating procedures.

2-2.2

Assign tasks or responsibilities to unit members, given an assignment under non-emergency conditions at a station or other work location, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.

- (a) Prerequisite Knowledge: Verbal communications under non-emergency situations, techniques used to make assignments under routine situations, methods of confirming understanding.
- (b) Prerequisite Skills: The ability to issue instructions for frequently assigned unit tasks based upon department policy.

2-2.3

Direct unit members during a training evolution, given a company training evolution and training policies and procedures, so that the evolution is performed safely, efficiently, and as directed.

- (a) Prerequisite Knowledge: Verbal communication techniques to facilitate learning.

- (b) Prerequisite Skills: The ability to distribute issue-guided directions to unit members during training evolutions.

SUMMARY

In this month's edition we have presented the second in a series of *Instruct-O-Grams* designed to assist you in understanding the National Fire Protection Association's Standard on Fire Officer Professional Qualifications. We would urge you to retain each of these **IOGs** in your training files in order to allow for the orderly delivery of officer's training. We urge you to conduct a complete review of this Standard prior to conducting any classroom sessions. We would also recommend that a copy of the standard be made available for each student. For volume discounts, contact the National Fire Protection Association at (617) 770-3000. You may also visit them on the Internet at www.NFPA.org.

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INSTRUCTOR/STUDENT REFERENCE

NFPA 1021 - Standard on Fire Officer Professional Qualifications (1997 Edition)

The Instruct-O-Gram is the monthly training outline of the International Society of Fire Service Instructors (ISFSI). The monthly Instruct-O-Gram is provided as one of the benefits of membership in ISFSI.

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